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23 August 1951

MEMORANDUM FOR: ASSISTANT DIRECTOR OF TRAINING (COVERT)

SUBJECT: Weekly Activity Report, Staff Training;
16-23 August 1951

a. Progress Report - Old Projects. See report from []

b. Items of Current Interest.

(1) Covert Activities Instruction started on Monday, 20 August 1951, with 36 students.

(2) Information Reporting Course (one week) ended on Friday, 18 August 1951, with 6 students. This was the first time this course was presented. In the future, it will be conducted every fourth week as an integral unit of the Covert Activities Instruction.

(3) A conference was held with [] Acting Chief, OAD/DD(P), on Monday, 20 August 1951, in order to obtain a listing of all specialized technical instruction conducted by his office, for inclusion on the Training Request Form.

(4) A conference was held with [] Acting Chief, Administrative Services, on 21 and 22 August 1951, regarding the procurement of additional space.

c. New Projects during Week. In order to meet rapidly increasing requirements for additional classroom space, planning has been initiated for the reallocation of the functional elements of the Office of Training (Covert) within [], R&S, etc.

d. Items of Administrative Interest. An urgent requirement for additional instructor, stenographic, and clerical personnel exists with the functional elements of Staff Training. This fact has been continuously brought to the attention of the Administrative Officer of the Office of Training (Covert).

[]
Deputy for Staff Training

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